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Personnel

**DEVELOPING MANAGING AND
CONDUCTING TRAINING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes requirements and procedures regarding local guidance concerning 3A0X1 CDC (Career Development Course) enrollment, monitoring and completion for personnel assigned to the 51 FW as Information Managers (3A0X1). It implements AFD 36-22, Military Training. Use this instruction along with AFI 36-2201, Developing Managing and Conducting Training; AFMAN 36-2245, Managing Career Field Education and Training; and AFMAN 36-2247, Planning Conducting Administering and Evaluating Training. It applies to all personnel assigned to 51st Fighter Wing.

1. General. On-the-job training is one of the most important programs in the Air Force today. Training is the basic fundamental in every career field; a quick avenue toward promotions and the key ingredient in just about every management process. The strength and support of any squadron training program has a direct effect on mission accomplishment.

2. Training Process. The base 3A0X1 Career Field Functional Manager (51 CS/SCS-1) will monitor all 3A0X1 training issues with the unit training manager in guidelines with AFI 36-2201, AFMAN 2245 and AFMAN 36-2247. The base 3A0X1 career field functional and unit training manager (UTM) will be the central focal point for formal and informal training for 3A0X1's. To attain a successful training program, cooperation from the trainee, trainer, immediate supervisor, and work center supervisors is essential. A thorough understanding of all training requirements will ensure a successful program. NOTE: The unit training manager will provide monthly status reports of all 3A0X1 personnel enrolled in CDC's to the base 3A0X1 career field functional by the 10th of each month.

3. Mandatory CDC Program. The mandatory CDC program will be administered IAW AFI 36-2201, Attachment 3 and AFMAN 36-2247, Chapter 3. These sections give detailed guidance on CDC completion issues.

3.1. CDC Administration. If the individual is in upgrade training upon arrival to your work center, or is currently enrolled in CDCs, adhere to the following:

3.1.1. CDC Required. Applicable CDC course will be ordered as soon as the individual arrives to his/her work center. If the individual is currently enrolled in CDCs, the supervisor will collect the remaining volumes, determine how the individual is progressing in his/her CDCs and document the OJT records.

3.1.2. CDC Received. Once the CDCs arrives, the training manager will conduct a CDC briefing with the supervisor and the trainee on their responsibilities and ensures the supervisor and trainees inventory the CDC package. Supervisors monitor trainee's progress and provide a CDC completion schedule to the training manager. Issue volumes one at a time, allowing 30 days or less for completion. Supervisors will counsel the trainee once they go beyond 30 days per volume. Summarize counseling on AF Form 623a, OJT Continuation Sheet.

3.1.3. Course Exam (CE). Supervisor will schedule a meeting with 3A0X1 career field functional manager prior to ordering the end of course exam. During this meeting the following will be conducted: records review and trainee/trainer/supervisor interview. This will determine if the trainee is ready or not ready to test. NOTE: Unannounced work center visits by the 3A0X1 functional will be conducted of 3A0X1 personnel in UGT. The following areas will be reviewed: CDC and OJT progress, duty qualification tasks, work center mater tasks list, and personal interviews.

4. First and Second Time Course Exam Failures. AFI 36-2201 and AFMAN 36-2247 provide specific guidance on exam failures. Upon notification of first time failure, contact 3A0X1 functional manager. A scheduled interview/meeting with the commander, supervisor, trainee and UTM will be conducted to identify training discrepancies. The trainee is also scheduled for an Air Force Reading Assessment Test at the Education Office. Then the supervisor must begin another comprehensive review of the entire CDC content, paying close attention to missed areas identified on the ECI Form 9. After accomplishing the review of the CDC content, supervisors should contact the UTM and schedule a retake of the course exam. For second time failures coordinate with 3A0X1 functional and refer to AFI 36-2201 for commander options.

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Commander